

**MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS**  
**TOWNSHIP SPORTS APPLICATION FOR USE OF SCHOOL FACILITIES**

**Township Recreation Organization-** Baseball Basketball Cheerleading Football Soccer Wrestling

**Purpose of Use:** Practice Games (DEADLINES: **Fall Sports - March 15<sup>th</sup> to April 1<sup>st</sup>**,  
**Winter Sports - August 15<sup>th</sup> to September 1<sup>st</sup>**, **Spring Sports - December 15<sup>th</sup> to January 1<sup>st</sup>**)

Tryouts Banquet Other: \_\_\_\_\_

**Dates of Usage:** \_\_\_\_\_

**Day(s) of the week requested:** Monday Tuesday Wednesday Thursday Friday  
Time Requested - From: \_\_\_\_\_:\_\_\_\_\_ a.m. p.m. to: \_\_\_\_\_:\_\_\_\_\_ a.m. p.m.

**Day(s) of the weekend requested:** Saturday • Sunday  
Time Requested - From: \_\_\_\_\_:\_\_\_\_\_ a.m. p.m. to : \_\_\_\_\_:\_\_\_\_\_ a.m. p.m.

**School Requested:** High School Steinhauer Maude Wilkins Howard Yocum

**Area Requested:** Gym Cafeteria Kitchen Auditorium Classroom (Room # \_\_\_\_\_) Bathrooms  
Parking lot location: \_\_\_\_\_

**Use of Equipment:** Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_ Microphone Sound System  
Other: \_\_\_\_\_

**Field Requested:** High School - Football Field Practice Football Field • Field Hockey Field Baseball Field  
Steinhauer School - Softball Field • JV Softball Field  
Howard Yocum School - Lower Field • Upper Field

Estimated number in attendance: \_\_\_\_\_ Admission fee: \$ \_\_\_\_\_

**Name of adults to be present and in charge:** (This information may be given to individuals who may call for information about your event.)

Name: _____	Name: _____
Contact phone number: _____ - _____ - _____	Contact phone number: _____ - _____ - _____
E-mail: _____	E-mail: _____

**REGULATIONS/INSURANCE COVERAGE:** Applicants agree to abide by the Rules and Regulations governing the use of school facilities as promulgated by the Board of Education of the Maple Shade Township District. All applicants and participants, including vehicle owners, drivers and passengers shall indemnify and hold harmless the Board of Education, its agents and/or employees from and against any and all claims, damages, actions, liability and expenses including reasonable attorney fees and court costs in connection with a loss of life, personal injury and/or damage to the property arising from or out of life, personal injury and/or damage to the property arising from or out of the occupancy use or the performance by the applicant, and/or applicant's employees, agents, members or invitees, as well as any participants in the activity sponsored by the applicant occasioned wholly or in part by any act or omission of the applicant, its employees, agents, members, invitees and/or participants in its activities. The applicant has inspected the area in which its activities will be conducted and acknowledge hereby that such area is safe and suitable for the activity contemplated by the applicant. The Board of Education reserves the right to refuse, to cancel or postpone any request for use of school facilities if conditions warrant such actions. If you will not be using the facilities as requested, please notify the Board of Education by calling 779-1750 ext. 5202 48 hours in advance, otherwise applicable fees will be charged. All fees are to be paid in full to the Maple Shade Board of Education upon receipt of invoices. You will be advised if advanced deposits are required. The above stated organization maintains a current insurance policy that insures or covers all participants, spectators or other persons in attendance: also covers any damage to facilities that occur while the organization is present. Minimum amount of coverage required shall be \$1,000,000 combined single limit bodily injury and property damage. **The Maple Shade Board of Education shall be named as an additional insured.** A certificate of insurance which includes (30) thirty day cancellation clause must be submitted prior to the scheduled event.

**CPR/AED Policy:** Any outside organization using school district facilities for athletic events must provide proof of CPR/AED Certification for all coaches. Furthermore, all outside organizations must provide their own Automated External Defibrillator (AED) to be onsite at each event. Failure to provide the required documentation and AED will result in immediate termination of approved use of facilities contract.

I have read the above CPR/AED Policy and agree to the regulations there in. Attached, please find a list of approved coaches and the expiration date of their CPR/AED Certification.

Sonny Frett, Recreation Director \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTED BY (Board Member of Township Sport Organization):**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address to mail approval notification: \_\_\_\_\_

Contact phone number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

**Approved by:**

Sonny Frett, Recreation Director \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

High School Athletic Director     Steinhauer Principal     Maude Wilkins Principal     Howard Yocum Principal

School Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Buildings & Grounds: \_\_\_\_\_ Date: \_\_\_\_\_

**MAPLE SHADE TOWNSHIP PUBLIC SCHOOLS  
USE OF FACILITIES REGULATIONS**

The Board of Education believes in maximizing the use of the school facilities by making them available to non-school groups and organizations when such use will not interfere with school programs. All arrangements shall be subject to the following provisions:

A) Granting Approvals:

All requests must be submitted for Board approval on the appropriate Use of Facilities Request Form.

A Certificate of insurance must be provided indicating the Board of Education as an Additional Insured. A Hold Harmless agreement must be provided as well. (Please refer to the attached insurance requirements)

Consideration will be given to the degree Maple Shade residents are involved in the proposed function and the ability of the sponsoring organization to provide leadership and control.

Any activity for school age children must have adequate adult supervision at all times.

The Board and/or its agents reserve the right to prohibit, rescind or change the use of its facilities without notice.

Use of facilities is subject to availability of custodial coverage.

Use of facilities is prohibited when schools are closed for holidays.

The Board reserves the right to deny requests which are submitted more than 90 days in advance of events(s).

**New - Effective November 01, 2013**

**Applications for seasonal sports will only be accepted as follows:**

**March 15<sup>th</sup> to April 1<sup>st</sup> for Fall Sports,**

**August 15<sup>th</sup> to September 1<sup>st</sup> for Winter Sports**

**December 15<sup>th</sup> to January 1<sup>st</sup> for Spring Sports**

**New - Effective September 1, 2014**

**Director of Recreation must provide a copy of all CPR/AED Certificates for all coaches. An Automated External Defibrillator (AED) must be provided by the Township Recreation Department and onsite at each event.**

B) Care of Use

All individuals and/or organizations shall be responsible for the care of school property from misuse, theft, and accidents, etc. and shall reimburse the Board to repair and/or replace such items that are misused and/or damaged.

There shall be no smoking or use of alcoholic beverages or drugs on school property.

For use of kitchen equipment, arrangements must be made through our food service department. Only school district personnel are permitted to use the equipment and an additional charge will be made.

For use of High School auditorium sound and lighting, arrangements must be made through the High School. Only school district personnel are permitted to use this equipment and an additional charge will be made for their time. Projectors, recorders/public addressing systems, and other such items are not to be used unless specifically requested and approved on the Use of Facilities application. A charge will be made for their use separately.

Refreshments may not be served or brought into the High School auditorium or High School gymnasium.

C) Other

Postponement or cancellations must be made to the Board Secretary at least 48 hours in advance. Failure to notify the Board will result in a charge for any expenses incurred by the Board.

When it is thought necessary by the Board to have police coverage for control, such coverage will be arranged by the Board and charges billed to the sponsor.

The Board of Education reserves the right to make exceptions to this policy, as it deems necessary and in its best interests.

Fees will be charged in accordance with the following schedule:

**Class A – No charge, except custodial hourly rate when in addition to regular schedule.**

All School facilities listed can be used free of charge by organizations whose sole purpose is to benefit the interest of Maple Shade Township School's students. Examples of Class A organizations are Home and School Associations (PTA), Maple Shade Township Recreation Department Organizations, Maple Shade Education Foundation, Boy Scouts, Girl Scouts, and Community Alliance. Class A organizations must reimburse the school district for custodial time when their activities occur outside regularly scheduled custodial hours or additional services are required.

**Class B – Charged 50% of standard fee, plus hourly rate of custodians.**

These are local (Maple Shade) non-profit, non-commercial organizations.

**Class C – Charged 75% of standard fee, plus hourly rate of custodians.**

These are non-profit, non-commercial organizations from outside the township.

**Class D – Charged 100% of standard fee, plus hourly rate of custodians.**

All other organizations including for profit/commercial groups.

**Note: Custodial Summer hours start the week after Graduation, 6:00 a.m. to 2:00 p.m.**

**Standard Fee Schedule on next page**